

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB06-38

Date: December 21, 2006

Expiration Date: 6/30/07

69:199:cs:10495

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LATE FILING OF MONTHLY, QUARTERLY, CLOSEOUT AND
PARTICIPANT REPORTS

The purpose of this bulletin is to advise all subrecipients of Workforce Investment Act (WIA) funds that late filing of monthly, quarterly, closeout financial reports or participant reports will impede future cash requests until the appropriate reports are filed.

The late filings of financial reports are considered as noncompliance of the General Provisions and Standards of Conduct, Exhibit BB, of the Contract/Subgrant Agreement filed with the State of California, Employment Development Department.

To review the due dates for filing of quarterly and monthly expenditure data, refer to WIA Directive [WIAD06-4](#), dated August 9, 2006, "Quarterly and Monthly Financial Reporting Requirements." To review the due dates for the filing of the closeout information, refer to WIA Directive [WIAD06-3](#), dated July 24, 2006, "WIA Closeout Handbook."

As a reminder, all subrecipients must submit an updated Information Request Form (IRF) each July 1. The information provided on an IRF must be reviewed annually and a new form submitted directly to the Fiscal Program Division. To review this information, refer to WIA Directive [WIAD04-14](#), dated February 22, 2005, "Cash Request Handbook."

In addition to financial reports, the participant reports have now been included within the stipulations of this bulletin. If participant reports are two quarters in arrears, it will impede future cash requests. Participant reports are due the 20th of each month. To review the dues dates for participant information, refer to WIA Bulletin [WIAB03-48](#), dated December 23, 2003, "Monthly Participant Reporting Requirements."

If you have any questions about this bulletin, please contact April Eales, Manager of the Financial Management Unit at (916) 653-9150.

/S/ BOB HERMSMEIER
Chief
Workforce Services Division

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